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DDA 85-0060/1
11 January 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 11 January 1985

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1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. To meet the DDCI's mandate that applicants for Agency employment are fully cleared and ready to EOD 120 days after their applications are received at Headquarters, Office of Personnel/Employment has implemented a number of measures, some of which have radically altered practices to which components have long been accustomed. Copies of applications are now being sent to components within four days of their arrival. Components must decide in one week whether to interview the applicant. The interview, whenever possible, will occur within 14 days, after which the component must make a hiring decision within 30 days, the remaining 90 days being needed for security and medical clearances. Additional personnel have been assigned to processing functions in Employment and a special monitoring unit has been established to ensure that every applicant file in Employment moves swiftly and steadily through the complex system of review and decision. In this regard, the Deputy Director for Employment briefed personnel representatives from all Agency components concerning new processing procedures.

b. On 3 January, the General Services Administration (GSA) advised that they plan to sort out the tax reimbursement provisions of the Warner/Wolf Bill sometime this month. Once that is done and GSA obtains the Office of Management and Budget and the Internal Revenue Service coordination, they plan to publish the new tax regulation in the Federal Register. GSA's earliest estimate for publication is 1 March.

c. The Executive Order for the 6 January Legislative Pay Increase was received on 2 January. All of the employees' personnel records were updated over the weekend. This is the first time in the past five years that the Executive Order has been received before the effective date.

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e. The Deputy Director of Personnel and an Office of Communications (OC) representative briefed two members of the House Appropriations Committee, Defense Subcommittee on the implementation of the OC pay banding. The briefing went well and the meeting concluded with "Good idea; I hope you go further with it."

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f. The Student Programs Branch, Employment/OP, has provided the DDI with 125 screened Graduate Fellow applicants for review and possible summer employment. Among this group is an applicant attending graduate school at [redacted] Last year, the DDI received a total of 96 Graduate Fellows. With approximately 45 days left before the cut-off date (28 February 85) for receipt of applications, we hope to provide the DDI with additional candidates for the program.

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h. The Agency's Annual Report of Records Holdings for FY 1984, compiled by the Office of Information Services, shows that the Agency reduced its net records holdings by 10,700 cubic feet during the past year.

i. The Employee Assistance Program of the Office of Medical Services will be sponsoring weekly support groups for parents during the lunch hour for the next eight weeks. Some of the subjects that parents have expressed interest in are: sibling rivalry, parent and careers, dealing with adolescence, setting priorities, joint versus full custody, single parents, problems of working mothers, and time management. The first meeting will be held on 14 January for those with children ages infant to 12 years of age, and the second meeting will be held on 17 January for those with children 13 to 21.

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1. On 3 January, an Office of Security manager met with a representative of the Federal Bureau of Investigation's Security Program Unit (DIV-4) for a general discussion on facility clearances, personnel clearances and facility inspections. The FBI is considering entering the industrial contracting arena as a customer. It is expected that there will be further senior level consultations on these issues.

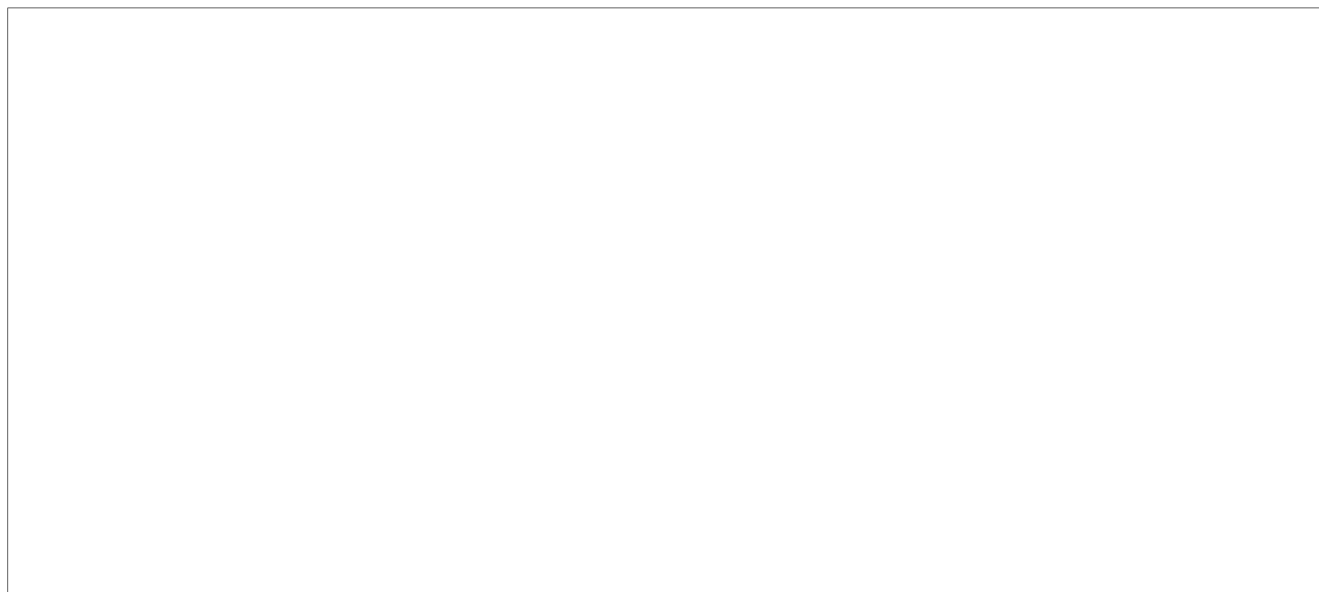
m. As part of the Office's ongoing effort to recruit security escorts and Security Protective Officers (SPOs), an advertisement was placed in the 6 January issue of The Washington Post. It is expected that this advertisement will further enhance the current complement of 207 security escorts and 107 SPOs in process. To date, the Office has received 125 responses to the advertisement.

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3. Significant activities anticipated during the coming week:

a. On Monday afternoon, 14 January, the new building contractors, Smith, Hinchman, & Grylls Associates, Inc. will brief the DDA on day care center locations.

b. On Wednesday morning, 16 January, the DDA will attend a seminar on Supercomputer Technology at the Capital Hilton, sponsored by Cray Research, Inc.

c. On Friday morning, 18 January, the DDA will address the College Placement Directors Conference sponsored by the DI at Headquarters.

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Harry E. Fitzwater

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